

CITY OF LANSING ASSESSING DEPARTMENT

Phone #517-483-7624 Fax #517-483-4101

Virg Bernero, Mayor

ATTENTION IMPORTANT 2014 BOARD OF REVIEW INFORMATION

Board of Review Dates and Times are: March 10, 11, 13, & 14, 9:00 am - 12 Noon & 1:30 pm - 4:30 pm March 12 1:30 pm - 4:30 pm & 6 pm - 9 pm

Appointments to see the Board must be made by 4:30 pm on Wednesday March 12th. Letter Appeals must be <u>received</u> in the Assessor's Office by 4:30 pm on Thursday March 13th. Letters of appeal postmarked March 13th but not received until a later date will not be accepted and the Assessor's Office does not have a drop-box. You may call and speak with an appraiser prior to making an appointment with the Board.

You must own or have a recorded interest in the property you are appealing. Each appointment is 6 minutes and you may appeal up to three properties within each 6 minute appointment. A copy of all documentation to be left with the Board is to be made by you prior to your appointment. The Assessor's Office will not make copies. Please arrive at least 15 minutes before your appointment to complete the appropriate paperwork.

If you are an agent or person appealing for another property owner, you MUST have a letter of authorization, <u>signed by the property owner</u> listing each property you have authorization to appeal...NO EXCEPTIONS. The letter of authorization must be presented BEFORE appearance to the Board.

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